



# **TRANSFER OPPORTUNITY** **FOR STATE EMPLOYEES**



## **DEPARTMENT OF INDUSTRIAL RELATIONS PERSONNEL OFFICE**

### **PERSONNEL SPECIALIST**

**Position:** Personnel Specialist  
\$2552 - \$3990 per month plus \$2400 annual retention payment

**Location:** San Francisco

**Duties:** Under the general direction of the Personnel Supervisor I, the Personnel Specialist will perform a variety of personnel transactions in the areas of payroll, personnel record keeping, certification, employee benefits, personnel documents processing, and related personnel transactions functions. Duties also include applying appropriate laws, rules and regulations pertaining to personnel transactions, providing personal contact with employees, administrative staff, control agencies, and other state agencies in response to routine inquiries by telephone or in person and assisting in training attendance clerks in other offices of the Department to assure accurate reporting of personnel information to the Personnel Office.

Any current SROA/Surplus employee or anyone eligible for transfer, list appointment, or training and development assignment to the above class may apply by sending a standard State application (Form Std. 678) to the address below. Please note that SROA and eligible Surplus Employees will be given first consideration in accordance with SROA provisions.

Dept of Industrial Relations  
Personnel Office  
Attn: Rita Anderson  
455 Golden Gate Avenue, 8<sup>th</sup> Floor  
San Francisco, CA 94102

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

Submit Application By: **September 30, 2005**, or until position filled. Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.